

Safety Awareness

OCTOBER

Children's Health
Month

National Brain Injury
Awareness Month

October 3-7: Drive
Safety Work Week

DCC-W, COMMAND SUPPORT DIVISION

3RD QUARTER

Be Aware. Be Prepared

The Emergency Escape Mask Program

Normal Conditions

- Keep mask at your desk or work area.
- Additional masks are accessible in common area cabinets.

Heightened Threat

- Alerts are provided via scripted messages on computer screens.
- Carry your mask with you when you are away from your desk or work area.

Emergency

- CBRN Directorate will confirm response of automatic detectors.
- Instructions will be displayed on computer screens.
- Public address system will provide alerts and instructions.
- For localized hazards, individuals may mask on their own.
- First responders will be deployed.



Important Numbers

Pentagon Police
697-5555

For Hearing Impaired
693-7008

Non-Emergency
697-1001

Mr. Edwin Harris
697-5326

Ms. Wendy Jones
693-1344



Donning Instructions

- Open mask bag and unfold hood and filter. Pull the yellow tab to extend nose clip. Remove tab with hairband.
- Insert mouthpiece into mouth. Keeps lips sealed to mouthpiece and only breathe through your mouth.
- Secure long hair with hairband. Hook neck dam under chin. Ensure that neck sealing area is clear of clothing, jewelry, etc.
- Pull hood up and over your head in a single motion. Adjust neck dam for a good seal.
- Squeeze nose clip to open, position it over your nose and release. Nose **MUST** remain blocked at all times during use.
- Locate the strap on the right side of the mask and pull firmly to tighten. Do **NOT** remove your mask until conditions are verified as safe.

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**Service is What
Counts**

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Office Temperature

Q: What temperature should your office be?

A: A general recommendation is that the temperature be held constant in the range of 21-23°C (69-73°F). In the summertime when the outdoor temperatures are higher it is advisable to keep air-conditioned offices slightly warmer to minimize the temperature discrepancy between indoors and outdoors.



Q: What humidity level should an office be?

A: When relative humidity is kept at 50%, office workers have fewer respiratory problems (specifically in the winter) and generally feel better. Higher humidity makes the office feel "stuffy". More importantly, it can contribute to the development of bacterial and fungal growth. Humidity lower than 50% causes discomfort by drying out the mucous membranes, contributing to

skin rashes, and causing some electrostatic disturbances to both office equipment and their users.

Q: What is meant by thermal comfort?

A: To have "thermal comfort" means that a person wearing a normal amount of clothing feels neither too cold nor too warm. Such comfort is important both for one's well being and for the productivity of office work, and this can only be achieved when the air temperature, humidity and air movement are within the specified range often referred to as the "comfort zone".

Maintaining constant thermal conditions in the office is important. Even minor deviations from comfort may become stressful and lead to impaired performance and safety.



DCC-W Emergency Team Captains & Alternates

Room 1C243 & 1E230 - Captain: Mr. Edwin L. Harris / Alternate: Ms. Wendy D. Jones

CESD Captain: Ms. Charito Glorioso

Room 1C256 - South Side Captain: Mr. Ronald Blue / Alternate: Mr. Vernon Cooper

CBD-A - Captain: LTC Norman Solomon / Alternate: Ms. Kathy Dobeck

CBD-B - Captain: Ms. June Olmsted / Alternate: Roland Thomas

PCD - Captain: Ms. Suzanne Taylor / Alternate: Ms. Christine Bolar

CBD-D - Captain: Dr. Lexine V. Arthur / Alternate: Mr. Charles Tiggs

CBD-E - Captain: Mr. Derwin Rush / Alternate: Mr. Eugene Garrett

Fire Prevention Tips

www.cdc.gov

- ⇒ Portable space heaters should not be placed near flammable materials.
- ⇒ Test all smoke alarms every month to ensure that they work properly.
- ⇒ Include preferred means of alerting employees to a fire emergency.
- ⇒ Describe the routes for workers to use and procedures to follow.
- ⇒ Include procedures for evacuating disabled employees.



- ⇒ Ensure emergency training.
- ⇒ Require employer review of the plan with new employees and with all employees whenever the plan is changed.
- ⇒ Account for all evacuated employees
- ⇒ Address evacuation of employees who stay behind to shut down critical equipment
- ⇒ Make the evacuation signal known to employees.

Chain of Survival Approach

- * Each year, over 465,000 people die from Sudden Cardiac Arrest (SCA) - more than 1,274 each day.
- * About 95% of sudden cardiac arrest victims die before reaching the hospital.
- * Survival is directly linked to the amount of time between the onset of sudden cardiac arrest and defibrillation.
- * Yearly totals of death by sudden cardiac arrest in people ages 15 to 34 is on the rise. For young women, the death rate has increased by 30%.
- * Every minute that passes without defibrillation, survival chances decrease by 10%.

With sudden cardiac arrest, more than any other workplace emergency, every second counts. Every

second that passes exposes that sufferer to a greater risk of death. Cardiac emergencies have the highest fatality rates because they demand some of the fastest response times.

How You Can Make the Chain Save Lives in the Workplace:

- * Early Access to Medical Care.
- * Quickly Calling Emergency Medical Services (9-1-1)
- * Promptly giving Cardiopulmonary Resuscitation (CPR) when needed.
- * Early Defibrillation - having proper equipment (AED) and being trained to use it when indicated.
- * Early Advanced Cardiovascular Care

We are on the web:
<http://dccw.hqda.pentagon.mil>

Is Safety *Really* the #1 Priority?

www.stevenspublishing.com

To be successful, we must use a comprehensive, common sense approach. Programs come and go in our world. **Safety** must be integrated in every way with our business. Simply, put it must be **P.A.R.T.** (Participation, Accountability, Reasonability and Training) of what we do.

Participation

The value of a participative approach: This is not the old suggestion box, but a dynamic, multi-level system. A strong safety committee is fundamental, but task forces on specific issues also may be required. Regardless of the methods, a few key items must be present to make sure that participation is effective. In fact, if these elements are not in place, the participation will actually work against your safety efforts and act to demoralize your employees.

The first element is probably the most important. If this is in place, the others usually follow naturally. Urgency is a powerful word; it is often the missing link between commitment and a strong safety culture. Certainly some projects take more time than others, but asking for input and then ignoring it sends a very bad message. Make sure the people who supplied the input get an answer, even if it is "no". A strong response that explains why the input cannot be used assures the individual that his/her ideas have been at least considered.

Listening is a key element of a participative process. All of the elements of good listening apply. *First, you have to stop talking. Then you have to listen actively and explore thoughts. Ask probing questions and clarify the point. Finally, we must be ready to act.* We must not be afraid to do the right thing. If we are leaders in a management group focused on maximizing participation, we will lay the foundation for a safety success.

Accountability

Accountability for safety must be spread through all levels of the operation. The discussion of what are and should be key accountabilities is a topic unto itself, however, a few key elements that merit discussion. They should include some result measures and some activity measures. This promotes participation and commitment, even when results are less than desirable. They should promote teamwork and still be as directly controllable as possible.

The specific methods of accountability are important, but their success depends on the sincerity of the effort. The measures used must be significant, and the results that flow from performance also must be significant.

Reasonability

Here we have to focus on what matters – what has happened to hurt people, or what reasonably could happen. Another reasonable action is following up on accidents. Learn and share your lessons. So many people are so concerned about liability that they miss learning how to make sure the same accident does not happen again.

Training

We all know what the problem is but never seem to fix it. By demonstrating the cost and impact, we can begin to break down this vicious cycle with sound selection and training. It takes leadership support, and our demonstrating to leadership why it should be supported.

Safety is not a number one priority, however, safety should be a number one value. Safety is not what we do; it is how we do what we do. It is part of our culture, it is a part of our life!